JSC "TRANSPORT AND TELECOMMUNICATION INSTITUTE"
LIBRARY TERMS OF USE

1.   General Provisions

1.1.   JSC "Transport and Telecommunication Institute", unified registration No. 40003458903, Library (hereinafter referred to as Library) Terms of Use (hereinafter referred to as – Terms) regulate the procedures for servicing Library users and providing the services, defines obligations of Library users, rights and responsibilities, use of information resources (printed matter, unpublished materials, electronic publications), facilities, systems and equipment, and other Library related issues.

1.2.   The Terms have been drafted in accordance with the laws and regulations of the Republic of Latvia, the decisions of the TSI Senate, the TSI internal documents and the TSI Library Regulations.

1.3.   The Library (loaner) shall transfer to the user (borrower) the information resource (object of loan) on a loan basis (grant of the right to use the thing free of charge) for certain use free of charge, provided the same information resource is returned to the Library within the deadline set by the library. Legal relationships established in this way shall be considered as a loan agreement.

1.4.   All users of the Library have access to the basic free Library services as well as additional paid services in accordance with the approved pricelist (Annex 3).

1.5.   The price list of the library's paid services is approved by the TSI Board.

1.6.   The Library Terms are binding on all Library users and other visitors of the Library.

1.7.   The Terms apply to all Library Service Points.

1.8.   The following annexes are integral parts of these Terms:

Annex No. 1 "Contact Information and Opening Hours of TSI Library Service Points",

Annex No.2 "TSI Library Reader Registration Form",

Annex No.3 "Price List for Library Services".

1.9.   The Terms of Use of the Library of "Transport and Telecommunication Institute" shall be adopted, amended and repealed by the Rector of TSI. The Terms have been drafted in accordance with the laws and regulations of the Republic of Latvia, the decisions of the TSI Senate, the TSI internal documents and the TSI Library Regulations.

2.   Obtaining Library User Status

2.1.   Any physical person or legal person may become a user of the Library.

2.2.   Different categories of Library users have different rights to use the Library. Library users categorized according to Library Usage Rights:

2.2.1.   belongs to the *"Regular Users"* category:
- Staff - TSI academic, administrative and general staff;

- Students - active TSI students who have passed all the obligations to the Institute:

2.2.2.   The "Remote Users" category includes TSI students and staff who use the Library's electronic resources and services remotely. The right to use the Library's e-

resources is automatically granted only to users who have fulfilled all financial obligations to TSI;

2.2.3. The category "Guest" includes other legal and physical persons, including those who attend courses organized by TSI.

2.3. User registration:

2.3.1. The regular user must complete registration the first time they come to the Library:
- Students - by presenting a valid TTI student card (ISIC card) or Student card;
- For staff - presenting a valid passport or ID card.

2.3.2. the physical persons referred in paragraph 2.2.3 of the Terms, must complete registration the first time they come to the Library presenting a valid passport or ID card;

2.3.3. the legal person (its authorized representative) must present a copy of the company registration certificate and power of attorney authorizing it to represent the legal entity as a user in the Library and guaranteeing compliance with the Library Terms of Use;

2.3.4. as Remote user specified in paragraph 2.2.2 become automatically when you start using the AccessitLibrary library information system (BIS) used by the TSI library at http://lib.tsi.lv. Data on these users, as well as the use of the Library Catalogue and Resources, are stored in the Statistics module of the Library Information System.

2.4. Regular and Guest Users must be familiar with the Library Terms of Use, the TTI Personal Data Processing Policy, and confirm their commitment to these by signing their registration form.

2.5. At the time of registration, the User agrees to process the personal data provided to the extent necessary for the Library to operate in accordance with the Personal Data Processing Policy developed by TSI.

2.6. When registering in person, the user receives information on accessing the BIS AccessitLibrary catalogue and information resource reservation.

2.7. In the event of a one-time visit to the Library, persons who are not registered as users of the Library may present information resources at the on-site reading rooms upon presentation of a passport or ID card.

2.8. During the first use of the TSI Library BIS Portal http://lib.tsi.lv, Remote Users are required to familiarize themselves with the Library Terms and Conditions independently.

Prior to authentication on the Library Portal, users acknowledge and agree to comply with the Library Terms of Use and the Personal Data Processing Policy. A link to the text of the Terms of Use can be found on the TSI homepage under "Library".

3. Servicing of library users

3.1. Using the services of the Library:

3.1.1. physical persons who are registered as users of the Library must present:

3.2.1.1. students - TSI student card or Library reader card;

3.2.1.2. all the other - library reader card, passport, or ID card.

3.1.2. legal persons must present the legal person power of attorney and / or Library reader card;

3.1.3. in the event of a one times visit to unregistered persons, they must present a valid passport or ID card.

3.2. The Library holds information resources intended both for use in reading rooms and for lending (hereinafter - take-away):

3.2.1. take-away resources are provided only to Regular Users.

3.2.2. In order to receive information resources for take-away from the TSI Library Study Subscription Collection, students must pay a deposit into the Institute's account, the amount of which is specified in the TSI internal documents. The security deposit is a deposit which,

upon termination or discontinuance of studies and returning to the Library all information resources taken, will be returned to the student's account or used to pay for the completion of the diploma or other paid services at TSI based on the student's application. In the event that the information resources have not been returned or have not been returned in full, TSI shall be entitled to use the deposit to cover the losses incurred.

3.2.3. resources for take-away are also granted to authorized persons of legal persons who have been granted the Guest User status, provided they present an authorization issued by the organization.

3.3. For other users, information resources are only available in on-site reading rooms.

3.4. Information resources for take-away are provided upon request, either verbally, in writing or electronically, for a term defined by the Library and noted by Library staff on the user's reader card.

3.5. The loan of an information resource is recorded in the Library Card System and the Library Reader Card, where the term of use is indicated. The user signs up for the resource.

3.6. The term of free use may be extended in person, by telephone, or remotely in the Library Information System, unless another resource is requested by another Library user.

3.7. If the information resource has not been transferred to the Library during the Free Use Period and the Free Use Period has not been extended, the Library will charge a late fee in accordance with the approved pricelist.

3.8. Types and terms of use of printed matter:

3.8.1. Resources for the Study Collection are issued per semester (resources marked with a green sticker); high demand printed publications are issued for 1 week (resources marked with yellow sticker);

3.8.2. Information resources and periodicals from the Scientific Collection are not for home use and are for use only in Library reading room (resources marked with a red sticker).

3.9. Library users can reserve their printed publications electronically by logging in to the BIS portal AccessitLibrary http://lib.tsi.lv. Reserved printed matter is stored in the Library on the reservation shelf for 3 days, after which the reservation is cancelled.

3.10. The Library does not serve users unless printed materials have expired and no late payment has been paid after the end of the free use period.

3.11. Out-of-library printed matter can be ordered by the user through the Inter-Library Subscription (ILS) service.

3.12. Remote users can use the e-resources (e-books, databases) purchased and subscribed to by the Library by logging into the Library Portal, provided they have a settlement with the TSI. Uses and deadlines for the use of specific e-resources are defined by the supplier of these resources.

3.13. Guest users can use the e-resources (e-books, databases) purchased and subscribed by the Library only from the TSI Library premises. Access to e-resources is granted by the Library staff upon their oral request.

3.14. Paid services available in the library: copying documents in accordance with copyright law, binding, printing, scanning, delivery of documents, purchase of TSI publishing books according to the price list.

3.15. The Library accepts no responsibility for users' personal belongings.

3.16. Video surveillance is carried out on the premises of the Library in accordance with the objectives and tasks of the "TSI Video Surveillance System Data Protection Regulations" developed and approved by TSI. The above Terms and Conditions are available on the TSI website.

4. Rights, obligations and responsibilities of the Library User

4.1. User rights:

4.1.1. receive and use, free of charge, the Library or the printed information resources

available in the Library Collection;

4.1.2. use on-site and remotely, free of charge, electronic resources acquired and signed by the Library for searching and receiving information, as well as other services provided by the Library;

4.1.3. receive advice and training, including on the use of the Library Portal, e-books, databases, search engines and other information resources;

4.1.4. to use the facilities and equipment of the Library service points for studies and research during the defined working hours;

4.1.5. submit proposals to the TSI and the Library Administration for the improvement of the Library, information services and information resources.

4.2. User obligations and responsibilities:

4.2.1. become familiar with the Library Terms of Use, TSI Personal Data Processing Policy and strictly follow them;

4.2.2. present an identity document at the first request of a library employee;

4.2.3. to comply promptly with the legitimate requests and warnings of the Library staff;

4.2.4. use computer equipment and other technical means available in the Library exclusively for the stated purpose of searching, receiving and processing information;

4.2.5. comply with the conditions for using borrowed information resources and return them to the library in a timely manner or extend the terms of use in a timely manner;

4.2.6. to replace a lost information resource with an identical or equivalent one if the Library has recognized it as equivalent. If this is not possible, recover the value of the lost information resource at the current market value;

4.2.7. to treat other Library users and employees with respect, not to interfere with the work of other Library users;

4.2.8. protect TSI property: not damage information resources and equipment, do not cause any other material damage to TSI, and report any defects to the librarian;

4.2.9. immediately report to the Library staff, or in their absence, the TSI Helpdesk staff about observed damaged and malfunctions of computer equipment and other technical equipment;

4.2.10. complete all obligations to the Library upon terminating studies or employment;

4.2.11. to comply with the "Copyright Law" of the Republic of Latvia, "Personal Data Protection Law", and other Legal regulations in force in the Republic of Latvia, using the information resources available in the Library;

4.2.12. to comply strictly with the Library's Terms of Use.

4.3. Users are prohibited:

4.3.1. use of Library Service Points facilities, as well as study and research facilities, computers and technical equipment for activities not related to the study process;

4.3.2. to be in Library premises under the influence of addiction and psychotropic substances;

4.3.3. bring food and beverages to the Library premises, except for drinking water in a sealed bottle;

4.3.4. to be in outer clothing in the e-reading room / or not to comply with hygiene requirements;

4.3.5. talk loudly and use your mobile phone in the library, or otherwise interfere with the work of other users.

4.3.6. enter the Library with animals;

4.3.7. damage the Library's inventory, information resources, computers at the Library's use points, TSI's property.

4.4. When using computers located at the Library Access Points, Users are prohibited

from:

4.4.1.   perform any kind of installation (programs, games);

4.4.2.   change the configuration of your computer (including program interfaces);

4.4.3.   Use computer to receive and send advertising emails for spam

4.4.4.   receive, create, distribute information containing violence, aggression, hate speech, pornographic or sexually explicit material through the use of a computer, advertise or contain information about gambling, drugs, alcohol, tobacco.

4.5.   The User assumes full responsibility for any consequences of non-compliance or improper compliance with the prohibitions set forth in paragraphs 4.3 and 4.4 of the Terms, including liability for material damage caused pursuant to the Civil Law.

4.6.   In the event of damage to the equipment, computers, software of Library, Library service points, if the damage is due to the fault of the User, the User shall bear all expenses related to repair of the damage.

4.7.   Upon discovering non-compliance with the Terms and evaluating the violation, TSI has the right to deny the User the opportunity to use the services of the Library and the Library Access Points for a period of up to 1 (one) year.

Contact Information and Opening Hours of TSI Library Service Points

Service Point	Location	Phone, e-mail	Opening hours
Subscription to educational and scientific literature	Library room 2nd floor Lomonosova St. 1, Riga	67100551 library@tsi.lv	I 10.00 – 18.00 II 10.00 – 18.00 III 10.00 – 19.00 IV 10.00 – 19.00 V 10.00 – 16.00 VI 10.00 – 14.00 In the period 01.07. – 15.08. subscription working hours on weekdays 10.00 – 14.00; Saturday, Sunday the library is closed
Electronic reading room	Room 225, 2nd floor Lomonosova St. 1, Riga	67100551 library@tsi.lv	I 08.00 – 21.00 II 08.00 – 21.00 III 08.00 – 21.00 IV 08.00 – 21.00 V 08.00 – 21.00 VI 08.00 – 17.00 In the period 01.07. – 15.08. reading room opening hours on weekdays 8.00 – 17.00; on Saturday, Sunday the reading room is closed
TSI Daugavpils branch	Varshavas St. 43b, Daugavpils	65431011 latgale@tsi.lv	On request

TSI Library Reader
Registration Form

Reader card No.			
Student No.		**Group No.**	
Name, Surname			
Phone			
E-mail			
I, the undersigned, certify that the information provided is true and I have read and agree to be bound by the TSI Library Terms of Use. Permit and agree that JSC "TRANSPORT AND TELECOMMUNICATION INSTITUTE" (hereinafter - HEI) Reg. No. 40003458903, Lomonosova Street 1, Riga, LV-1019SIA LAT ASSIST, reg. No. 40003917596, will process my personal data, including, if necessary, sensitive data needed in the educational process, throughout my studies / training at the HEI.			
Date:		**Reader's signature:**	
Notes::			

Price List for Library Services

No.	Service	Amount, EUR without VAT	VAT	Amount, EUR without VAT
1.	Penalty for each day of use of printed matter after the expiration of free time indicated by the library (for all copies, regardless of quantity)	0,05	-	0,05
2.	Deposit (for information resource take-away)	10,00	-	10,00
3.	Black and white copying or printing			
3.1.	1 page (A4 size)	0,04	0,01	0,05
3.2.	1 page (A4 size, two-sided)	0,08	0,02	0,10
4.	TSI publishing books trade	Prices vary (according to pricelist in library and TSI website)		